

# Multifamily Tenant Characteristics System (MTCS)



## **Late Reexamination Discrepancy Report Guide September 1999**

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## 1. Summary

The *Late Reexamination Discrepancy Report* provides a list of families for which the PHA did not submit a reexamination in the last 15 months. This report also provides the projected date of next reexamination.

The *Late Reexamination Discrepancy Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Indian Housing, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users:

- Access the *Late Reexamination Discrepancy Report*
  - Understand MTCS data fields
  - Interpret and use the data contained in the report
- \* This guide is for the *Late Reexamination Discrepancy Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

## 2. Access the Late Reexamination Discrepancy Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

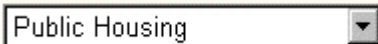
The *MTCS Selection Menu* appears on your screen.

### 2.1 Program Selection

From the Selection Menu, you must select a single program type to view this report.

Single program types include:

1. Public Housing
  2. Indian Mutual Help
  3. Indian Rental
  4. Section 8 Certificates
  5. Section 8 Vouchers
  6. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black downward-pointing arrow is visible on the right side of the menu.

## 2.2 Level of Information

Once you have selected a program, you must select a level of information.

To view the *Late Reexamination Discrepancy Report*, you must select either:

1. Housing Agency
  2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information

 [Housing Agency](#)

- \* For detailed information on how to select a 'level of information,' go to the MTCS documentation web site:

[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)

## 2.3 Select the Late Reexamination Discrepancy Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Late Reexamination Discrepancy Report*

[Late Reexamination Discrepancy](#)

### 3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *Late Reexamination Discrepancy Report* has eight data fields.

Data Field	Data Field Definition
Head of Household's Name	Head of Household's (HOH's) name
Head of Household's SSN	HOH's Social Security Number
HA Code	HA state and HA number
Project Code <i>Public &amp; Indian Housing Only</i>	Project state and project number
Site Number <i>Public &amp; Indian Housing Only</i>	Site number or suffix, if applicable
Months Late	Number of months from fifteen months that the annual reexamination is late based on effective date of action  <u>Note:</u> Since the calculation is based on fifteen months, one month late on the report is actually four months late.
Date of Last Reexamination	Effective date of action of the family's last reexamination
Projected Date of Next Reexamination	Projected date of the family's next reexamination  <u>Note:</u> <ul style="list-style-type: none"><li>If the PHA did not transmit a projected date of next reexamination, MTCS calculates the date by adding 12 months to the effective date of action stored in MTCS.</li></ul>

## 4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

### 4.1 Key Data Fields

- **Months Late** indicates the number of months the reexamination is overdue. MTCS does not consider a reexamination as late until 15 months after the family's effective date of action. If the field indicates that a reexamination is one month late, for example, 16 months have passed since the family's last annual reexamination's effective date of action.
- **Projected Date of Next Reexamination** calculates when the family's next reexamination should occur. If a PHA does not transmit a projected date for the next reexamination, MTCS calculates the date by adding 12 months to the effective date of action stored in MTCS.

## 4.2 PHA Uses for the Report

- **Solve problems and analyze issues**

PHAs can use the Late Reexamination Report to obtain the name, Social Security number, and project number for each household with an overdue reexamination. For public housing, if the PHA conducts reexaminations at the project level, a project-by-project report and analysis may reveal that a high percentage of late reexaminations occur due to staff shortages or training issues specific to that project. One PHA, for example, accessed their Late Reexamination Discrepancy Report and discovered after staff performed some quick calculations that the percentage of late reexaminations varied from 1 percent to 10 percent depending on the project. PHA management used this information to address staffing issues and retrain personnel.

For Section 8 programs, the inspection process may erroneously delay reexaminations. Some PHAs fail to report an income reexamination as complete until the unit passed its HQS inspection. The PHA must complete and report the reexamination regardless of the inspection process. Otherwise, the reexamination will appear as late.

## 4.3 HUD Uses for the Report

- **Monitor PHA performance**

HUD staff can use this report to monitor PHA management and operations. A variety of management weaknesses may result in late reexaminations. Poor record maintenance or poor compliance with reporting requirements are possible reasons. Some late reexaminations may actually be records of tenants who have moved out of the PHA but the PHA failed to submit an End of Participation record to MTCS.

Prior to a site visit, Field Office or TARC staff may want to print a copy of a PHA's Late Reexamination Discrepancy Report to examine PHA procedures for annual reexaminations and verify the PHA reports information to MTCS in a timely manner. While on-site, Field Office or TARC staff can also use this report to examine a PHA's record-keeping system.



## 5. Business Rules

These business rules give technical definitions for the fields on the *Late Reexamination Discrepancy Report*. Business rules reflect program rules and calculations performed for each field.

### 5.1 Exclusions and Notes

All report fields exclude certain information, unless otherwise indicated. For example, a distribution category will include excluded information as part of a “missing category.”

#### **EXCLUDE:**

1. Cases where the ‘type of action’ is:
  - Portability move-out (line 2a = 5)
  - End of participation (line 2a = 6)
  - FSS Enrollee or Exit (line 2a = 8)

## 5.2 Business Rules

Data Field	Business Rule
Head of Household Name	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>Last name (line 3b)</li> <li>First name (line 3c)</li> <li>Middle initial (line 3d)</li> <li><b>WHEN</b> relation (line 3h = H)</li> </ul>
Head of Household SSN	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>Social security number (line 3n)</li> <li><b>WHEN</b> relation (line 3h = H)</li> </ul>
HA Code	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>HA state (line 1b)</li> <li>HA number (line 1c)</li> </ul>
Project Code Public and Indian Housing only	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>Program (line 1d)</li> <li>Project state if different from line 1b (line 1e)</li> <li>Project/originating HA number if different from 1c (line 1f)</li> <li>Project number (line 1g)</li> </ul>
Site Number <i>Public and Indian Housing only</i>	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>Site number or suffix (line 1h)</li> </ul>
Months Late	<b>EQUALS (IN DAYS):</b> <ul style="list-style-type: none"> <li>Summarization date (first Friday of the month)</li> <li>Minus effective date of action (line 2b)</li> <li><b>WHERE</b> thirty days equals one month</li> <li><b>ROUNDS</b> the result to the nearest month</li> <li><b>COUNTED</b> late after 15 months pass since last reexamination (i.e., 1 month discrepancy in MTCS means the late reexamination is 4 months late)</li> </ul> <p>Sorts by months, in descending order</p> <b>EXCLUDES:</b> <ul style="list-style-type: none"> <li>Results that equal less than fifteen months</li> </ul>
Date of Last Reexamination	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>Effective date of action (line 2b)</li> </ul>
Projected Date of Next Reexamination	<b>COMPOSED OF:</b> <ul style="list-style-type: none"> <li>Projected date of next reexamination (line 2d)</li> </ul> <b>OR</b> <p>If line 2d is blank, <b>EQUALS:</b></p> <ul style="list-style-type: none"> <li>Effective date of action (line 2b)</li> <li>Plus 12 months</li> </ul>